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15 SEP 1970

11 September 1970

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MEMORANDUM FOR: Reports Inventory Task Force Members

SUBJECT : Reports Inventory

1. The Executive Director-Comptroller has indicated that the reporting of the results of the Agency's reports inventory and cost reduction project to OMB will be held to a minimum. No reports will be submitted to GSA or to any other party except the International Division of OMB. However, he enjoins us to undertake in the Agency's own management interest a conscientious internal review effort which includes a review of the need for reports generated at all levels with a view to the elimination of any reports which we can do without.

2. In order to avoid further delay each Directorate should commence immediately to initiate their inventory and costing effort insofar as the internal Directorate and office-level reporting requirements are concerned. The DD/S, in addition to its internal requirements, has agreed to undertake the inventorying of all Agency-wide reporting; therefore, at this time, Directorates may confine their effort to those generated under the authority of the Deputy Director and Office and Division chiefs.

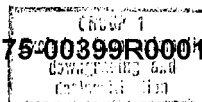
3. The DD/S has devised an approach to this task which may serve as a useful model for other Directorates:

a. A Reports Inventory Officer has been appointed in each Support Directorate office and staff. His responsibilities will be to inventory and cost internal office reporting requirements and to assist the Support Directorate Task Force member as needed.

b. The DD/S has designed a form (copy attached) upon which certain information pertaining to each report will be recorded. The use of a common form has obvious advantages of uniformity and ease of data extraction. [redacted] of the DD/S

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can provide blank forms to any Directorate which desires to use it. Hopefully most will elect to report their information in a similar format since I feel this will assist our efforts in setting goals and will make Phase II (reports justification) of the task facing us less complicated.

4. Timing and due dates are critical. I feel we must complete the inventory by 30 September at the latest, and the costing by 15 October in order to leave the third week in October for determining what we will report to OMB including agreement on report cost reduction goals for this fiscal year.

5. If a task force member has any questions, don't hesitate to call me --

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Chairman

Attachment  
As stated

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment